

# Department of Modern Languages and Literatures

## Annual Evaluation Standards & Procedures

Latest update: May 5, 2020

### Standards and Ratings

The basis of the in-unit faculty annual performance evaluation will be information obtained through the annual reports, annual assignment forms, Student Perception of Instruction (SPOI) reports, and other information provided to the Department Chair. All evaluations will be done by the Department Chair, and should questions arise over an assigned evaluation, faculty members may request that a review and recommendation made to the Department Chair by his/her peers within two weeks of receiving the evaluation. Peers can offer their perspective, but the Chair is not obligated to change his/her evaluation. Likewise, the Department Chair may refer evaluation questions to others for advice and recommendation.

Faculty will be evaluated on activities as designated in the Annual Assignment of Duties. These Annual Evaluation Standards and Procedures (AESP) are internal to the department and different from the Cumulative Progress Evaluation guidelines, Promotion and Tenure guidelines, and sustained performance evaluation criteria (see faculty handbook for further elucidation).

**PLEASE NOTE:** UCF's strong commitment to interdisciplinary activities may be reflected in any or all categories of teaching, research and creative activities, and service. In their annual activity reports, faculty should document such activities in relevant categories.

Each faculty member's performance will be evaluated annually and assigned a rating of Outstanding, Above Satisfactory, Satisfactory, Conditional, or Unsatisfactory.

- **Unsatisfactory** indicates substandard performance in response to written instructions for improvement from chair or designee.
- **Conditional** indicates substandard performance; written instructions for improvement will be provided to the faculty member by the chair or designee.
- **Satisfactory** indicates performance that is at expectation for the assignment.
- **Above Satisfactory** indicates performance above expectation for the assignment.
- **Outstanding** is reserved for exceptional performance. It indicates excellence in the profession and adherence to the highest standards.

The overall annual evaluation for full-time faculty members will be determined by their percentage of assigned effort in each category (i.e., instructional activities, research and creative activities, service, and other, if relevant). Unless otherwise indicated, each accomplishment or research product satisfies one criterion for one year, in whichever category it fits most appropriately.

## TEACHING

The Department of Modern Languages and Literatures is committed to excellence in teaching and maintaining the highest standards of the profession. Although a set of objective standards has been established, it is recognized that a wide range of conditions should be taken into consideration by the Chair and/or supervisor in the evaluation process.

### The Evaluation Standards

1. Contribution of assignment, as measured by criteria that include, for example:
  - a) Number of preparations, including new course preparations and different modalities taught
  - b) Complexity of courses (team-taught; interdisciplinary; innovative; experimental)
  - c) Availability to students (maintaining office hours; advising, timely response to e-mails and other forms of communication)
  - d) Sharing materials and methods, guest lecturing, and helpfulness to colleagues (acting as an ADL mentor; sharing template for an online course)
2. Effectiveness: measured by one visit, or more, per year by the Chair and/or a designee for teaching faculty, faculty annual reports, general faculty observations, teaching portfolios and journals, mentor reports, and by formal student evaluations, including written comments. Faculty might also include in their annual reports a brief discursive summary of accomplishments and commentary on teaching and students, and such documentation as the following:
  - a) Course syllabi that meet or exceed UCF content requirements;
  - b) Special assignments;
  - c) An invited classroom evaluation by a peer in a related field;
  - d) An invited classroom evaluation by the Chair or designee;
  - e) Evidence of development of new courses, including topics, special topics, and Honors seminars;
  - f) Evidence of extensive revision of established courses, particularly in relation to mode of delivery;
  - g) Evidence of incorporation of innovative teaching practices, such as new technologies, service learning or innovation in an Honors course.
3. One-on-One Activities: advisement, thesis, Honors Undergraduate Thesis (HUT), graduate project direction, independent studies, student conferences, guest presentations, mentorship of faculty or GTAs, and internship supervision.

4. Recognition: teaching grants, awards, media articles or interviews, other formal recognition of excellence.

**PLEASE NOTE:** In the event that a faculty member feels that the SPOIs for a class do not accurately reflect the faculty member's performance in that class, she or he may provide a written explanation for the discrepancy. Evidence may include, for example, Webcourses assignments, grades, plan of classes, feedback to the students, log of e-mail communication, or other relevant documentation.

### **Unsatisfactory**

Failure to meet two or more of the standards enumerated below for Satisfactory performance, or failure to meet the minimum conditions in relation to a prior "Conditional" evaluation and written instructions for improvement provided by the chair or designee after the previous annual evaluation, will result in an Unsatisfactory evaluation.

### **Conditional**

Failure to meet one of the standards enumerated below for Satisfactory performance will result in a Conditional evaluation. Written instructions for improvement will be provided by the chair or designee after the annual evaluation.

### **Satisfactory**

The faculty member will receive a rating of **Satisfactory** by meeting **all** of the following standards:

1. Meets class regularly and punctually.
2. Schedules and maintains regular office hours.
3. Replies to student inquiries within 48 hours, Monday-Friday.
4. Provides clear and detailed course syllabi that meet university guidelines.
5. Provides accurate and effective advisement when requested. This means that the advisement aligns with the correct UCF catalog and identifies the most efficient trajectory toward timely graduation.
6. Participates in teaching, planning and revising courses, as applicable.
7. Provides evidence of teaching effectiveness (e.g., peer evaluation, instructional materials, etc.).
8. If applicable, turns in book orders on time as required by Florida law.
9. Observes the university's examination schedule in compliance with university regulations.
10. Turns in final grades on time.

11. Provides students with grades before withdrawal deadline.
12. Gives examinations appropriate to the level taught and reflecting the course objectives and outlined in the syllabus; returns feedback in a timely fashion.
13. Enforces the University's attendance requirement:  
<http://catalog.ucf.edu/content.php?catoid=3&navoid=170#attendance-absences-or-unsatisfactory-work> .
14. Receives "Good to Excellent" in the SPOI ratings from at least 50% of the overall evaluations completed for the academic year, as determined by the "Overall effectiveness of instructor" line on the Overall summary page of the SPOI report.

### **Above Satisfactory**

The faculty member will receive a rating of **Above Satisfactory** if the faculty member meets all of the standards for Satisfactory and **five** of the following:

1. Attends at least one teaching *workshop/presentation* per year (Karen L. Smith Faculty Center for Teaching and Learning [FCTL], the Center for Distributed Learning [CDL] Faculty Excellence, or equivalent).
2. Completes a faculty development *institute/conference*, such as the FTCL Winter or Summer Faculty Conference or an equivalent conducted by another UCF agency or a professionally recognized organization.
3. Submits peer and/or external review of teaching quality with Annual Report.
4. Shares information related to curriculum/teaching through publications or presentations (Can be used once, either in Teaching or in Research).
5. Serves as a consultant to other educational institutions to promote the scholarship of teaching and learning.
6. Receives "Good to Excellent" in the SPOI ratings from at least 75% of the face-to-face and M classes' the overall evaluations completed for the academic year, and 65% for W classes, as determined by the "Overall effectiveness of instructor" line on the Overall summary page of the Student Perception of Instruction report.
7. Teaches a newly developed course for the first time.
8. Teaches an existing course for the first time.
9. Teaches multiple classes with different preparations and/or modalities each academic term.

10. Mentors a student who successfully publishes or publicly presents work originally produced in his/her own class. UCF/Undergraduate Research/Graduate Research events and publications are included.
11. Mentors one or more students, graduates and/or undergraduates (Research and Mentoring Program [RAMP], McNair Scholars, etc.) in a formal research project. (One check per project)
12. Creates teaching materials shared with faculty members, such as a course template or new component (e.g., adaptive learning, Realizeit or other, culturally inclusive course components, etc.) which is then adopted by other instructors of the course. Must provide documentation of this activity.
13. Teaches an Honors class or section. (May count twice if faculty member teaches two different Honors classes in one academic year.)
14. Receives a university grant in order to develop teaching materials (e.g., FCTL, Quality Enhancement Plan [QEP], Course Redesign Initiative [CRI], etc.).
15. Conducts a workshop outside of the department for a university or national organization.
16. Teaches Service-Learning courses. (One check only)
17. Teaches Research-Intensive courses. (One check only)
18. Teaches High-Impact courses. (One check only) <https://fctl.ucf.edu/teaching-resources/teaching-strategies/high-impact-practices/>.
19. Acquires a program grant or other funding which advances the teaching mission.
20. Secures funding for acquisition of equipment that enhances student learning.
21. Conducts one or more Independent Study and/or Directed Research course(s).
22. Submits a portfolio for a UCF teaching award (TIP, Excellence in Undergraduate Teaching, Excellence in Graduate Teaching). (One check only)
23. Serves as a guest lecturer in another faculty member's course. Must provide documentation of this activity.
24. Serves on an Honors Undergraduate Thesis or graduate thesis or dissertation committee.
25. Receives a CDL "Quality" and/or "High Quality" designation for an online class template.
26. Performs some other significant teaching or teaching-related activity that is not included in the above items (e.g., language coffee hours, language game days, special language teaching

days, community outreach such as in local schools, tending the language table at majors' and minors' events, etc.). Faculty must provide documentation of such teaching activity.

### **Outstanding**

The faculty member will receive a rating of Outstanding if the faculty member satisfies the standards for Above Satisfactory AND attains **one** of the following:

1. Fulfills an additional three of the standards in the Above Satisfactory category.
2. Wins a UCF TIP award. Winning faculty will automatically receive an "Outstanding" rating.
3. Wins a UCF or CAH Excellence in Teaching Award.
4. Receives "Excellent" on the SPOI ratings from at least 70% of the face-to-face and M classes' and 60% for W classes' student evaluations submitted in each course taught during the yearly evaluation period, as determined by the "Overall effectiveness of instructor" line on the Overall summary page of the SPOI report.
5. Wins a teaching award from a regional, national, or international organization in the faculty members' discipline. (Documentation must be supplied by faculty member)
6. Chairs an Honors Undergraduate Thesis or graduate thesis or dissertation committee.
7. Performs some other significant teaching activity that is not included in the above items. Faculty must provide documentation of such teaching activity.

**PLEASE NOTE:** Chairing or serving on the same thesis committee can be counted for a maximum of two years. Chairing or serving on the same dissertation committee can be counted for a maximum of three years.

Your Overall Evaluation for Teaching: \_\_\_\_\_

### **RESEARCH AND CREATIVE ACTIVITIES**

Research in the Department of Modern Languages and Literatures is understood to include a wide variety of methods and genres for publication, including but not limited to historical or theoretical research, studies of classroom pedagogy, analysis of traditional and new media genres, linguistic analyses, and other creative and narrative genres. The Department also recognizes the publication of translations of books accompanied by a substantial introduction and the publication of textbooks. Collaborative and interdisciplinary scholarship is recognized as an established and valued practice for research and creative activities.

**PLEASE NOTE:** Publication of an authored scholarly book, edition, book-length translation with scholarly introduction and/or substantial critical apparatus, or book-length creative work with a peer-reviewed scholarly or creative press with a national and/or international distribution and reputation shall automatically result in the awarding of an Outstanding for two consecutive evaluation years.

### **Unsatisfactory**

Failure to meet any of the standards listed under Satisfactory performance, or failure to meet the minimum conditions in relation to a prior “Conditional” evaluation and written instructions for improvement provided by the chair or designee after the previous annual evaluation.

### **Conditional**

The faculty member will receive a rating of Conditional if the faculty member meets only **one** of the standards listed under Satisfactory performance. Written instructions for improvement will be provided by the chair or designee after the annual evaluation.

### **Satisfactory**

The faculty member will receive a rating of Satisfactory if the faculty member meets **two** of the following standards.

1. Presents a research paper at a regional professional conference. If additional different original papers are presented in the same year, this can count up to two times. Must be documented.
2. Publishes a non-peer-reviewed article/chapter, encyclopedia entry, and/or translation or self-published book.
3. Publishes pedagogical material in a reputable venue (e.g., state journal, teaching oriented journals, *Best Practices*, and similar venues).
4. Publishes a piece in a non-peer-reviewed conference proceeding.
5. Publishes a short creative work in a peer-reviewed venue such as a literary magazine or small-press journal.
6. Submits an article to a peer-reviewed academic journal.
7. Submits a proposal for grant funding to a University-level or external source.
8. Other: A faculty member may submit other research-related activities that merit consideration with substantiating narrative and including documentation, if appropriate.

### **Above Satisfactory**

To receive a rating of Above Satisfactory, the faculty member must meet the requirements for a Satisfactory rating plus **two** of the following standards. Regardless of Satisfactory criteria, meeting **four** of Above Satisfactory criteria will also result in an Above Satisfactory rating.

1. Presents a research paper at a national or international professional conference. If additional different original papers are presented in the same year, this can count up to two times. Must be documented.
2. Demonstrates significant progress on an article, book chapter or peer-reviewed conference proceedings. Evidence of progress must be provided.
3. Receives an option, letter of interest, or other demonstration that a project is likely to be published by a scholarly or creative press with national and/or international distribution and reputation.
4. Receives a revise-resubmit response from a submission to an academic peer-reviewed journal or other prestigious venue.
5. Publishes a short story, a chapbook, or other creative piece in a peer-reviewed venue such as a literary magazine or a small-press journal.
6. Publishes a translation in a peer-reviewed venue with national and/or international distribution and reputation.
7. Receives an internal grant for research.
8. Publishes an interview with a prominent author in a peer-reviewed journal.
9. Serves as volume editor or co-editor for a peer-reviewed conference proceedings.
10. Other: A faculty member may submit other research-related activities that merit consideration with substantiating narrative and documentation, if appropriate.

### **Outstanding**

The faculty member will receive a rating of Outstanding if the faculty member meets the standards for Above Satisfactory and attains **one** of the following standards. Regardless of Above Satisfactory criteria, meeting five of Outstanding criteria will also result in an Outstanding rating.

1. Publishes an article-length essay, creative or scholarly, in a peer-reviewed journal, or a book chapter in a peer-reviewed volume, or a peer-reviewed conference proceeding.
2. Receives a book contract from an academic peer-reviewed publisher to publish a book-length manuscript.



3. Publishes a single-authored book in the faculty's field with a scholarly or creative press with a national and/or international distribution and reputation. Book may be interpreted as any major project that undergoes professional review, in particular scholarly works but also textbooks (textbooks must include substantial original content); independently evaluated scholarly websites; other significant nonfiction studies; novels; book-length collections of short fiction, literary nonfiction, poems, or articles.
4. Publishes a jointly authored book with a scholarly or creative press that has a national and/or international distribution and reputation. Faculty member must explain his/her contribution to the publication.
5. Publishes an edited or co-edited peer-reviewed book by a scholarly or creative press with a national and/or international distribution and reputation. Faculty member must explain his/her contribution to the publication.
6. Guest-edits a special issue of an academic national/international journal, that includes an introduction. Faculty member must explain his/her contribution to the publication.
7. Serves as editor of a peer-reviewed journal or book series with publisher with national and/or international distribution and reputation.
8. Publishes a textbook with an academic publisher.
9. Publishes a book-length translation with an introduction, with an academic press.
10. Publishes a peer-reviewed creative work (e.g., novel, collection of short stories, collection of poetry).
11. Documents progress on a peer-reviewed article, book chapter or conference proceedings already accepted by an academic press. (May only be used up to two times in five consecutive years.)
12. Demonstrates progress on a book-length project, of which the quantity and quality of the writing can be documented by samples. (May only be used up to two times in five consecutive years.)
13. Obtains a funded external grant as a principal investigator or a co-principal investigator.
14. Presents the keynote address or one of the highlighted plenary addresses at a significant national or international conference.
15. Wins the UCF or CAH Excellence in Research Award.
16. Wins a RIA or SoTL or an external major honor or award for research.

17. Other: A faculty member may submit other research-related activities that merit consideration with substantiating narrative and documentation, if appropriate.

**PLEASE NOTE:**

1. Articles will be counted when accepted or published (but not both). Documentation of the acceptance of articles is required.
2. A peer-reviewed publication is one that has been blind peer-reviewed. The author's name should not appear anywhere on the manuscript.
3. All publications will be counted when in press or when published (but not both).
4. Grants will be counted after receipt of a letter of award, or when received (but not both).
5. Co-authored works will be evaluated on a case-by-case basis with the UCF author expected to provide a clear and definitive description of his or her contribution to the work.

Your Overall Evaluation for Research and Creative Activities \_\_\_\_\_

**SERVICE**

Service is understood to include a wide variety of outlets, including but not limited to: Department, College, University, the profession and/or community related to our role as educators. All faculty are expected to provide service to the department, the college, the university, the community, as well as to professional organizations. Service will be assessed in accordance with the allocation of effort on each faculty member's Assignment of Duties form for the year.

All service must be documented to be considered.

All faculty must satisfy both following criteria:

1. Attend all faculty and committee meetings
2. Serve on a department or program-level committee, work group, or project team

**Unsatisfactory**

Not satisfying the above **two** requirements will automatically result in an Unsatisfactory rating. Failure to meet the minimum conditions in relation to a prior "Conditional" evaluation and written instructions for improvement provided by the chair or designee after the previous annual evaluation will also result in an Unsatisfactory evaluation.

### **Conditional**

Satisfying only criteria 1 and 2 above (“All faculty must...”) and nothing else will automatically result in a Conditional rating. Written instructions for improvement will be provided by the chair or designee after the annual evaluation.

### **Satisfactory**

The faculty member must satisfy criteria 1 and 2 above (“All faculty must...”) and **one** of the following criteria to receive a rating of “Satisfactory.”

### **Above Satisfactory**

The faculty member must satisfy criteria 1 and 2 above (“All faculty must...”) and **three** of the following criteria to receive a rating of “Above Satisfactory.”

### **Outstanding**

The faculty member must satisfy criteria 1 and 2 above (“All faculty must...”) and **five** of the following criteria to receive a rating of “Outstanding.”

Criteria:

1. Serves on a second department committee, work group, or project team.
2. Serves on a CAH committee.
3. Serves on a University committee.
4. Serves on the Faculty Senate.
5. Chairs one of the following: a department standing committee, a department search committee, a CAH committee, or a University committee or subcommittee.
6. Serves as advisor for a student organization.
7. Gives a public lecture in his/her field to a local or regional group or organization.
8. Gives a discipline-relevant lecture to a public, private, or charter school.
9. Consults with a public, private, or charter school to improve language education.
10. Serves as an officer or board member for a local, regional, state, national or international professional organization relating to the field.
11. Evaluates a manuscript for a professional journal or assesses a book for publication for an academic/scholarly press.

12. Publishes a book review in an academic venue.
13. Serves as a chairperson for, or a discussant on, a panel at a state, regional, national or international professional meeting.
14. Provides an interview on a subject related to his/her profession to a local or national media outlet.
15. Organizes a public lecture by a distinguished scholar in his/her field from outside UCF at UCF.
16. Is lead organizer of a national or international professional conference. (Counts for two criteria)
17. Organizes a seminar, workshop or panel at a professional conference.
18. Serves on a professional advisory board or an editorial board.
19. Serves as a designated faculty mentor to a more junior faculty member.
20. Observes teaching faculty as an invited classroom evaluator as needed by the Chair, Director of degree program, or their designees.
21. Attends graduation at least one time per year.
22. Provides evidence of additional advising activity.
23. Other: Faculty can include any other work or activity related to their role as educators that they deem worthy of evaluation (e.g., coordinate a language program, a language section, or have scheduling or additional advising duties, etc.). This criterion allows for multiple checks. Documentation must be provided.
24. **For Instructor/Lecturers only:** Participation in a professional-development activity not already counted under Teaching.

Your Overall Evaluation for Service Activities \_\_\_\_\_